



Community Engagement Coordinator

Full-Time | Exempt | In-Person

Reports to: Director of Programs

Location: 535 Bandera Rd., Suite 200 | San Antonio, TX 78228

Position Summary

The Community Engagement Coordinator plays a key role in advancing our mission by recruiting, training, and supervising volunteers, supporting program growth, and serving as a community representative for Special Reach. This position coordinates the day-to-day operations of the volunteer program, assists with program execution, and ensures strong collaboration between staff, volunteers, participants, and community partners.

A successful candidate is highly organized, people-oriented, and motivated by making a positive impact in the lives of children with developmental differences and their families.

Key Responsibilities

- Recruit, screen, train, assign, and supervise volunteers; coordinate ongoing volunteer orientations and trainings.
- Manage databases, spreadsheets, and files related to program deliverables using Microsoft Office and other tools.
- Prepare for and support program activities, including ordering supplies, preparing rosters, managing inventory, and assisting with event setup/breakdown.
- Provide on-site support at programs and community events (including some evenings and weekends).
- Build and strengthen partnerships by engaging participants, staff, volunteers, and community stakeholders.
- Ensure compliance with Special Reach standards, policies, and procedures.
- Provide timely documentation, reports, and follow-up for program activities.
- Contribute to the overall growth and success of Special Reach programs.
- Perform other duties as assigned.



Qualifications & Competencies

- College degree required; minimum of 1 year relevant work experience.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher) and other software.
- Ability to manage multiple priorities with professionalism.
- Strong ethical practice and professional conduct.

Physical Requirements

- Work is performed in both office and outdoor program settings.
- Must be able to lift and move up to 30 lbs.
- Comfortable working in varying weather conditions.

Compensation & Benefits

- Salary range: \$45,000 – \$55,000 annually, commensurate with experience.
- Health, dental, and vision insurance.
- Retirement benefits.
- Nine (9) paid holidays annually plus agency-wide year-end closure.
- Average of 96 hours of PTO annually (vacation, personal, sick).

How to Apply

If you are passionate about making a difference and thrive in a collaborative, mission-driven environment, we encourage you to apply. Please send your **resume and cover letter** to:

Shamar Nation, Program Director — [**pdirector@specialreach.org**](mailto:pdirector@specialreach.org)

